



## **HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA**

### **VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER – 14 - 045**

**OPEN TO:** All Interested Candidates/All Sources

**POSITION:** EducationUSA Library Coordinator, FSN-7; FP-7  
(Salary approx. Tk. 51,000 per month)

**OPENING DATE:** July 28, 2014

**CLOSING DATE:** August 12, 2014 (before 4:30 p.m.)

**WORK HOURS:** Full-time; 40 Hours/5 days per week

**NOTE: ALL APPLICANTS MUST BE RESIDING IN BANGLADESH AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangladesh is seeking applications for the position of **EducationUSA Library Coordinator** in the EducationUSA Library under the Cultural Affairs Office of Public Affairs Section (PAS) at the American Center.

**BASIC FUNCTION:** The incumbent manages the EducationUSA library and provides customer service, including leading group advising sessions. Maintains and prepares annual book and software order lists for EducationUSA at multiple locations across Bangladesh. Assists clients in finding research and study materials, and maintains extensive computer-based test preparation software. Provides clients with general information on



educational advising and prepares comprehensive monthly center usage statistics. Organizes and updates EducationUSA study materials in library database software. Serves as EducationUSA's cashier and collects all service fees, and assists Student Advisor and Outreach Coordinator in all aspects of Opportunity Fund Grant management. Assists the entire section as and when necessary.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

### **A. Provides Customer Service to EducationUSA Clients:**

✚ Maintains the entire EducationUSA library; prepares and manages daily electronic log-in and hard-copy sign-in book; starts up all DIN computers and other machinery for client use. Provides basic U.S. university admissions information, including information regarding all EducationUSA programs. Leads group advising sessions in consultation with EducationUSA director. Answers public queries by phone, email and in-person. Provides assistance with locating, utilizing, and reshelving EducationUSA library study materials and other resources, including DIN computers for internet-based and computer-based resources related to GMAT, GRE, SAT, TOEFL, and IELTS test preparation software. Assists in maintaining advisees' appointments and collects client fees for all EducationUSA services, including computer usage fees, printing charges, photocopying, daily membership, and book sales.

### **B. Prepares EducationUSA Statistics:**

✚ Keeps daily records of client attendance at programs, and tracks American Center usage of various services (including individual appointments, phone calls, computer usage, library usage, different types of queries and information requests) and the distribution of EducationUSA promotion and marketing materials. Compiles and inputs data in spreadsheets for use in American Center's weekly and monthly statistics reports. Inputs detailed data into the Center Reporting System (CRS) database for review by the Regional Educational Advising Coordinator (REAC) and prepares reports as requested.

✚ Assists the Student Advisor in updating Center profile on EducationUSA and Embassy website and Facebook page. Maintains an inventory of individual catalogs, guides, university and college lists, and other hand-out materials developed by the Advisor. Responsible for sending requests to different universities for updating individual catalogues.


✚ Responsible for updating year-end procurement Public Affairs (PA) spreadsheets to reflect all EducationUSA obligations and expenditures including



purchase order and receive status. Solely responsible for maintaining and updating DIN computers and equipment troubleshooting. Keeps track of student software use and consults with Student Advisor to place software orders accordingly.

**C. Prepares books and software order for multiple American Spaces, prepares recycling fund information:**

Prepares annual updated book order lists in accordance with Education and Cultural Affairs (ECA) bureau standards for multiple American Spaces. Completes and tracks ARIBA procurement requests for extensive book and software orders. Tracks and receives arrivals of all EducationUSA materials, and maintains lists of all EducationUSA items received in Public Affairs Budget Tracker. Responsible for maintaining EducationUSA inventory for all American Spaces.

 Serves as the primary cashier for EducationUSA to collect all service fees. Prepares monthly memorandum re: deposit of EducationUSA and American Center Library's combined Recycling fund for submission to FMC. Responsible for reviewing quarterly cable re: combined EducationUSA and Library monthly income. Responsible for organizing and inputting EducationUSA study materials into Destiny library software and for cataloging new materials with bar code and call number labels.

Advisor and Outreach Coordinator in managing Opportunity Fund program. Assists in all aspects of Opportunity Fund grant preparation and all grant file maintenance as program officer or grants officer representative (GOR). Updates and keeps track of all awardees' expense sheets.

- 1. Education:** Bachelor's Degree in Arts, Business, Communication, English, or Social Science required. *(You must attach a copy of your bachelor's degree certificate along with your application form.)*
- 2. Language Proficiency:** Level IV (Fluent) English & Bangla speaking/writing is required. English language proficiency will be tested.
- 3. Prior Work Experience:** Minimum three years of progressively responsible experience in international organizations, NGOs, think tanks, media or cultural organizations. Experience with planning and organizing seminars,



programs and workshops is required. Knowledge of current social media trends and opportunities in Bangladesh required. Public speaking, public relations and media outreach experience is required. Grant writing, budgeting, management and evaluation experience is required.

- 4. Knowledge:** Should have generalist background to manage a wide variety of programs and projects. Knowledge of how to manage a wide variety of programs and projects. Knowledge of academic, cultural, civil society, media and religious sectors is required. Must be able to build and maintain contacts with cultural and government institutions to facilitate programs. An extensive range of local contacts and networks will be considered very helpful.
- 5. Skills and Abilities:** Ability to design, execute, and evaluate innovative and effective public educational or informational programs in fulfillment of Embassy Dhaka's goals is required. Computer skills are required.

### **SELECTION PROCESS:**

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days



of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

6. The candidate must be able to obtain and hold a security clearance.

### **TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

**1.** Form DS-174, “Universal Application for Employment as a Locally Employed Staff or Family Member” (UAE). **This form must be completed in English.** You may fill in the answers on a computer and print it, or print a blank copy and fill it out by hand.

#### [Application Form](#)

**2.** Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

**3.** Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**All Bangladeshi applicants must complete the application form & must attach the following documents; if you do not attach the below mentioned documents, your application will not be considered complete, therefore, will not be processed further:**

- I) A passport size photograph (taken within six months),**
- II) A copy of Passport or Voter ID or Driver’s License, and**
- III) A copy of educational or trade school certificate as required.**

**Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.**

### **SUBMIT APPLICATION TO:**

Human Resources Office

Attention: HRO

Address: Embassy of the United States of America  
Madani Avenue, Baridhara  
Dhaka – 1212



**All candidates** must submit the Universal **Application for Employment form** DS-174 either by regular mail (postal service) **or**, deliver by Hand to the South barrier of the U.S. Embassy. **Please do not send applications via fax.**

Blank application forms are also available at the South barrier of the U.S. Embassy (near the Nepal & Vatican Embassy) and at our internet website at <http://dhaka.usembassy.gov/> (Go to “About Us” and click on “Job Opportunities”)

**POINT OF CONTACT:**

Human Resources Assistant

Telephone # 885-5500 (between 10am to 11am Sunday thru Thursday)

**DEFINITIONS:**

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:



1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,





- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

**CLOSING DATE FOR THIS POSITION: August 12, 2014**

**NOTE:** *“Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency.”*

***The U.S. Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.***

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Cleared by:

A/HRO: x

PAO: x

FMO: x